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ABSTRACT

The Maine State Department of Education presented these standards as basic minimum standards for a school library media program. Planned to meet the requirements of a good school curriculum, they are designed for school systems seeking to give young people education of good quality. For schools which have not yet fully achieved their objectives, these standards can serve as a guide for charting goals to be reached in progressive steps over a planned period of time. A quality school library media center requires: (1) the guidance of a qualified librarian who is competent and effective as an educator, (2) the formation and implementation of a sequential teaching and learning program which reflects the philosophy of the school, (3) provision for a library media center which provides pleasant quarters planned for expansion, (4) sufficient funds to provide adequate professional and clerical staff and (5) provision for continued maintenance of a materials collection selected for balance. These standards are prepared in a format which allows changes to be made and sections restated as future needs indicate. (Author/NH)

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SCHOOL LIBRARY MEDIA STANDARDS 1970

LI 003 225

Maine State Department of Education

Augusta, Maine 04330

Commissioner of Education
Dr. Kermit S. Nickerson

Bureau of Secondary Education
Dr. Joseph J. Devitt, Director

Bureau of Elementary Education
Omar P. Norton, Director

Educational Media Services
Cyril A. Robinson, Consultant

I N T R O D U C T I O N

These suggested standards are presented by the Maine State Department of Education as basic minimum standards for a school library media program. They are planned to meet the requirements of a good school curriculum. They are designed for school systems seeking to give young people education of good quality. Schools with innovative curricula and instructional techniques will need and want to go beyond the quantitative standards, but for schools which have not yet fully achieved their objectives, these standards can serve as a guide for charting goals to be reached in progressive steps over a planned period of time.

Recognizing the rapidity of change in educational, technological, and other fields the State Department of Education recognizes that standards require continuous revision, and recommends that such revisions be made at least biennially; therefore, these standards have been prepared in this format, so that changes can be made and sections restated as future needs indicate. To all who have assisted in the preparation and evaluation of the standards we extend our appreciation and thanks for the accomplishment of a difficult task.

Cyril A. Robinson, State Consultant
Educational Media Services

P H I L O S O P H Y

Definition

The school library media center is a learning laboratory where the use of all resources, print and non-print, is purposeful, planned and integrated with the teaching and learning program to widen, deepen, intensify and individualize the educational experience.

Essentials

Such a quality school library media center requires:

1. The guidance of a qualified librarian who is both competent and effective as an educator, knowledgeable about educational processes and designs, conversant with the content of instructional media and capable of relating and interrelating media content with curriculum planning.
2. The formation and implementation of a sequential teaching and learning program which continues in reflecting the philosophy of the school.
3. Provision for a library media center which provides quarters, physically comfortable and aesthetically pleasing, planned for effective program support and expansion.
4. The budget allocation of funds sufficient to provide adequate staff, both professional and clerical.
5. Provision for continued maintenance of a materials collection selected for balance, curricular appropriateness, recreational need and cultural development.

(1) Staff

This library personnel for a school building with student enrollment of

	Under 350	350-599	600-849	850-1099	1100-1349	1350-1599	1600+
Professional Librarian	1	1	1*	1*	1*	1*	1*
	or	or	or				
Certified Librarian	1**	1	1*	1*	2*	2*	2+*
Certified Instructional	or						
Materials Specialist	1	1	1	1	2	2	2+
Clerical and/or							
Technical Personnel	1	1	1	2	2	2	2+

*One full-time professional with training in both library and instructional materials hired for 11 months.

**In administrative units a certified librarian may supervise clerical personnel or aides in resource centers serving more than one school with very small enrollment.

It is recommended that one staff member be responsible for the supervision of not more than 40 pupils at one time.

(2) Program

The school library media program should reflect the educational philosophy of the school(s) it serves. Its quality is directly proportionate to:

a. the degree of qualified leadership,

b. the degree of administrative cooperation,

c. the effectiveness of planning,

d. the extent of teacher-student-librarian cooperation, and

e. the adequacy of financial support.

The school library media program, collections, and environment should provide a broad spectrum of learning opportunities for large and small groups of students as well as for individual students. Its focus should be on facilitating and improving the learning process in its new directions—with emphasis on the learner, on ideas and concepts rather than on isolated facts, and on inquiry rather than on rote memorization. Not only should the program provide for curriculum extension and support but also for recreational use by all students. A study skills continuum providing for sequential, cumulative growth in materials use and study habits should be the joint responsibility of teachers and librarians. The school library media program should include instruction in use of media materials, should provide opportunities for investigation, assimilation, evaluation and application through the planned and guided use of instructional resources, print and non-print.

The library media staff should function as a service group to teachers and students, making known the resources available, ascertaining the needs and desires of those served, obtaining materials that will meet these needs and desires, and facilitating the use of the resources of the center.

(3) Library Media Center

The library media center should be located away from noise areas and in a place easily accessible to students and teachers. The location should enhance the use of the center before and after school hours, evenings, weekends, and vacations. Extended hours of service are more easily administered when the media center is accessible without opening the entire school.

The school library media center includes a main reading area, workroom and storage, conference room, library classroom adjoining the library, office, professional library, listening and/or viewing area, graphics workroom and storage.

Quality school library media centers should include area computed at a minimum of 5.5 square feet <u>per pupil</u> rated capacity divided among the components (indicated by paragraph above) in functional proportion commensurate with need. The most recent engineering, building inspection and aesthetic standards should be satisfied or exceeded in each center component for lighting, electrical service, acoustics, ventilation, temperature control, safety precautions, decoration and ease of supervision. Floors should be covered with sound-deadening materials; ceilings should be acoustical.

Furnishings should include:

1. Elementary:

   a. Adjustable reference shelving (figured at 18 books per shelf), standard shelving (figured at 30 books per shelf), and picture book shelving (with dividers and figured at 60 books per shelf) with a bookend per shelf. Total shelving space available to hold 20 books per student enrolled plus five-year growth allowance.

   b. Magazine combination display and storage shelving adequate for the number of subscriptions.

   c. A two-level library charging desk suitable to both size of room and size of pupils placed to control the main entrance and to facilitate supervision of both reading and stack areas.

   d. An expandable card catalog with sufficient drawers to hold the collection records (figured at 1,000 cards per drawer).

   e. Standard file cabinets, three-drawer, legal-size filing cabinets, and jumbo file cabinet.

   f. Non-print collection storage files and cabinets.

   g. One dictionary stand per unabridged dictionary.

h. One stand or stand shelf per atlas.

i. Saddle seated, curved back chairs in two heights, 14 inches and 17 inches.

j. Apronless tables in a variety of shapes allowing 30 inches of work space per reader in two heights, 25 inches and 28 inches with some equipped for small group listening and viewing.

k. Picture book tables with deep wells and individual stools.

l. Wet and dry individual study carrels with chairs.

m. Four-wheel swivel book trucks of both flat- and tilt-top types.

n. Storytelling cushions.

o. Step stools.

2. Secondary:

a. Adjustable reference shelving (figured at 18 books per shelf) and standard shelving (figured at 30 books per shelf) with a bookend per shelf. Total shelving space available sufficient to hold 20 books per student enrolled plus five-year growth allowance.

b. Magazine display and storage shelving adequate for the number of subscriptions and the microfilm collection.

c. A library charging desk placed to control main entrance, sized to use and room proportion.

d. An expandable card catalog with sufficient drawers to hold the collection records (figured at 1,000 cards per drawer).

e. Standard file cabinets, four-drawer, legal-size filing cabinets, jumbo file cabinets and blueprint file cabinet where applicable.

f. Non-print collection storage files and cabinets.

g. One dictionary stand per unabridged dictionary.

h. One stand or stand shelf per atlas.

i. Saddle seated, curved back chairs, 18 inches high.

j. Apronless tables in a variety of shapes 30 inches high allowing 30 inches of work space per reader with some equipped for listening and viewing.

k. Index table(s) with chairs.

l. Wet and dry individual study carrels with chairs.

m. Four-wheel swivel book trucks of both flat- and tilt-top types.

n. Step stools.

o. Microfilm reader(s).

p. For grades 7-12 an informal reading lounge area with comfortable lounge chairs and appropriate lighting.

(4) Budget

The minimum sum of $12 per pupil per year should be allocated for library instructional materials.

This library budget allocation should be expended 50 percent for printed library resources, 35 percent for non-print library materials, 5 percent for library supplies, and 10 percent for rotation and five-year replacement of encyclopedia sets, unabridged dictionaries and atlases once minimal collection standards have been met.

Basic textbooks and equipment shall not be purchased from this allocation. The standards for minimum expenditures should become effective on the following schedule:

$ 8 per pupil - first fiscal year

$10 per pupil - second fiscal year

$12 per pupil - third fiscal year

(5) Materials Collection

In schools enrolling 250 students or over the initial library collection should consist of 10 volumes per pupil or 6,000 volumes, whichever is greater. This collection should be acquired within three years after the opening of a new library.

By systematic annual purchase the initial collection should be expanded to 20 volumes per pupil.

Elementary:

The elementary collection should have at least one dictionary of each of these types: picture, primary, intermediate, and unabridged. The collection should include several almanac and atlas titles and several sets of encyclopedias appropriate to the elementary level. Multiple copies of all these reference tools should be provided to circulate for home use as the collection approaches the 20 volume goal.

Of the total library budget, 10 percent may be expended for newspapers and magazines.

The library collection should make available pamphlets and documentary subject coverage in quantity commensurate with curricular and individual student and teacher needs.

The collection should acquire filmstrips, slides, transparencies, disc recordings, tape recordings, picture sets, art prints, study prints, maps, globes, and charts which have:

Curricular appropriateness

Scholarly authenticity

Effective presentation

Pupil interest

Technical quality

Secondary:

The secondary collection should have at least one dictionary of each of these types: junior, high school, and unabridged. The collection should include several almanac and atlas titles and several sets of encyclopedias. Multiple copies of all these reference tools should be provided to circulate for home use as the collection approaches the 20 volume goal.

Of the total library budget, 15 percent may be expended for newspapers, magazines and for periodicals on microfilm.

The library collection should make available pamphlets and documentary

subject coverage in quantity commensurate with curricular and individual student and teacher needs.

The collection should acquire filmstrips, slides, transparencies, disc recordings, tape recordings, picture sets, art prints, study prints, maps, globes, and charts which have:

Curricular appropriateness

Scholarly authenticity

Effective presentation

Pupil interest

Technical quality

All library acquisitions should be made on the basis of prepurchase examination, with faculty and student assistance in evaluation, after reference to professional selection tools prepared by:

American Library Association

Bowker

Bro-Dart

National Council of Teachers in
major disciplines

Wilson

The collection, print and non-print, should be arranged in workable order, should be available for out-of-library use by an efficient loan system, and should be reflected in up-to-date shelf list and card catalog. The selection should be augmented on a continuing need-oriented pattern determined by information compiled by teachers and library staff and should be inventoried and weeded annually.

Acquisition of 8mm and 16mm films would depend on the size of the school and upon the extent and frequency of use of individual film titles in the school, upon the availability of a media center and its collection of film resources for loan or rental, and upon the funds available for such purchases.

(6) Audiovisual Equipment Collection

The items in the following list represent the audiovisual equipment needed to meet the multimedia approach which good teaching and effective learning require from the school media program. Recommended quantities have been stated in two columns. The basic specifications indicate quantities needed for a functioning program, more traditional in nature. The advanced recommendations present quantities that will be needed in those schools with such curricula as individualization of instruction and independent study. In schools with certain types of innovative programs even the advanced level may need to be exceeded.

Elementary:

Item	Basic	Advanced
16mm sound projector	1 per 8 teaching stations plus 1 per media center	1 per 6 teaching stations plus 2 per media center
8mm projector (only if materials exist which require the need)	1 per 6 teaching stations plus 6 per media center	1 per 4 teaching stations plus 10 per media center
2x2 slide projector remotely controlled	1 per 10 teaching stations plus 1 per media center	1 per 6 teaching stations plus 3 per media center
filmstrip or combination filmstrip-slide projector	1 per 6 teaching stations plus 1 per media center	1 per 4 teaching stations plus 2 per media center
sound filmstrip projector	1 per 10 teaching stations plus 1 per media center	1 per 5 teaching stations plus 2 per media center
10x10 overhead projector	1 per 4 teaching stations plus 1 per media center	1 per teaching station plus 2 per media center
opaque projector	1 per building or 1 per floor in multi-floor buildings	1 per 24 teaching stations plus 1 per media center

Item	Basic	Advanced
filmstrip viewer	1 per 2 teaching stations plus the equivalent of 1 per 4 teaching stations in media center	2 per teaching station plus the equivalent of 1 per 2 teaching stations in media center
2x2 slide viewer	1 per 6 teaching stations plus 1 per media center	1 per 3 teaching stations plus 1 per media center
T V receiver (minimum 23 in. screen)	1 per 6 teaching stations plus 1 per media center where programs are available	1 per 25 viewers if programs are available plus 1 per media center
microprojector	1 per 24 teaching stations	1 per 6 grade levels plus 1 per media center
record player	1 per teaching station K-3; 1 per grade level 4-6 plus 2 with earphones per media center	1 per teaching station K-6 plus 3 with earphones per media center
audio tape recorder	1 per 4 teaching stations plus 1 with a set of earphones per media center	1 per 2 teaching stations plus 4 per media center with 1 set of earphones for each recorder
copying machine	1 per 30 teaching stations plus 1 per media center	1 per 24 teaching stations plus 1 per media center
duplicating machine	1 per 20 teaching stations plus 1 per media center	1 per 15 teaching stations plus 1 per media center

Item	Basic	Advanced
micro-reader (some with microfiche attachment)	1 per media center	equivalent of 1 per 15 teaching stations to be located in the media center
micro-reader printer	1 per media center	2 per media center
portable video tape recorder system (including cameras)	1 per 30 teaching stations with a minimum of 2 recorders per building	1 per 15 teaching stations with a minimum of 2 recorders per building

Secondary:

Item	Basic	Advanced
16mm sound projector	1 per 6 teaching stations plus 1 per media center	1 per 4 teaching stations plus 1 per media center
8mm projector (only if materials exist which require the need)	1 per 4 teaching stations plus 8 per media center	1 per 2 teaching stations plus 15 per media center
2x2 slide projector remotely controlled	1 per 8 teaching stations plus 1 per media center	1 per 4 teaching stations plus 3 per media center
filmstrip or combination filmstrip-slide projector	1 per 4 teaching stations plus 1 per media center	1 per 2 teaching stations plus 2 per media center
sound filmstrip projector	1 per 10 teaching stations plus 1 per media center	1 per 5 teaching stations plus 2 per media center

Item	Basic	Advanced
10x10 overhead projector	1 per teaching station plus 2 per media center	1 per teaching station plus 3 per media center
opaque projector	1 per 30 teaching stations or 1 per floor in multi-floor buildings	1 per 20 teaching stations plus 1 per media center
filmstrip viewer	1 per 6 teaching stations in media center	2 per teaching station plus the equivalent of 1 per teaching station in media center
2x2 slide viewer	1 per 10 teaching stations plus 1 per media center	1 per 5 teaching stations plus 1 per media center
T V receiver (minimum 23 in. screen)	1 per 6 teaching stations plus 1 per media center where programs are available	1 per 20 viewers if programs are available plus 1 per media center
microprojector	1 per 20 teaching stations	1 per department where applicable plus 1 per media center
record player	1 per 15 teaching stations plus 2 with earphones per media center	1 per 10 teaching stations plus 3 with earphones per media center
audio tape recorder	1 per 12 teaching stations plus 2 with earphones per media center	1 per 8 teaching stations plus 6 with earphones per media center

Item	Basic	Advanced
copying machine	1 per 24 teaching stations plus 1 per media center	1 per 20 teaching stations plus 1 per media center
duplicating machine	1 per 20 teaching stations plus 1 per media center	1 per 15 teaching stations plus 1 per media center
micro-reader (some with microfiche attachment)	equivalent of 1 per 15 teaching stations to be located in th media center	equivalent of 1 per 10 teaching stations to be located in the media center
micro-reader printer	1 per media center	3 per media center
portable video tape recorder system (including cameras)	1 per 20 teaching stations with a minimum of 2 recorders per building	1 per 15 teaching stations with a minimum of 2 recorders per building

Elementary and Secondary:

Item	Basic	Advanced
projection cart	1 per portable piece of equipment, purchased at the time equipment is obtained, and equipped with power cord	
projection screen	1 permanently mounted screen per classroom plus additional screens of suitable size as needed for individual, small group, and auditorium use. The permanent screens should be no smaller than 70x70 with keystone eliminator.	

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Item	Basic	Advanced
closed-circuit television	All new construction should include provision for installation at each teaching station and media center. Where practical older buildings should be wired for closed-circuit television with initiation of such programs.	
radio receiver (AM-FM)	1 per media center plus central distribution system (AM-FM)	2 per media center plus central distribution system (AM-FM)
light control	adequate light control in every classroom and media center to the extent that all types of projected media can be utilized effectively	

The minimum sum of $5.00 per pupil should be allocated for library audiovisual equipment. Libraries already in operation should by systematic purchase attain the basic requirements for audiovisual equipment as soon as possible; new libraries established should be expected to reach basic requirements within three years and both should by systematic purchase endeavor to reach advanced recommendations.

A D D E N D U M T O S C H O O L L I B R A R Y M E D I A S T A N D A R D S

REGULATIONS OF THE MAINE DEPARTMENT OF EDUCATION

FOR ACCREDITATION OF

ELEMENTARY AND SECONDARY SCHOOLS

Book Collection:

For accreditation of secondary schools the minimum size of the collection of carefully selected library books is 6,000 volumes in small schools and approximately 10 books per pupil in larger schools. For elementary school accreditation the book collection for each school is sufficient to provide ten usable titles per student.

Elementary School Librarian:

To provide leadership in the development of an effective elementary library program, one certified librarian with an aide is assigned to a single school of up to 900 pupils or a certified librarian is assigned to serve up to three schools with an aide in each providing the total enrollment of the three schools does not exceed 750 pupils.

Secondary School Librarian:

In every secondary school enrolling 600 pupils a full-time qualified librarian is employed, and additional professional and clerical assistants are provided as needed in larger schools.

School Library Program:

Within three years from inception each school library media center should have in operation a comprehensive library program, including print and non-print materials. This program will encompass the grades served by the school library and shall meet standards established by the Commissioner of Education.

CERTIFICATION REQUIREMENTS

SCHOOL LIBRARIAN - Revised June 23, 1969

AUTHORIZATION: To serve as librarian in elementary and secondary schools

REQUIREMENTS: Provisional Certificate 1/

Eligibility for this certificate shall be established by one of the following methods:

1. Graduation from a four-year baccalaureate program approved for the education of school librarians, together with the formal recommendation of the preparing institution; or

2. Preparation which includes the following:

   a. Eligibility to hold a Maine elementary or secondary teaching certificate of provisional or professional grade.

   b. A minimum of eighteen hours in library science distributed in the following areas:

      (1) school library administration

      (2) books and materials

      (3) teaching the use of the library

      (4) classification and cataloguing; or

3. Preparation which includes the following:

   a. A bachelor's degree from an accredited institution with courses in liberal education comprising at least fifty percent of the undergraduate curriculum.

   b. (as 2b above)

   c. One three-credit-hour course in elementary or secondary curriculum, whichever is appropriate to the librarian's service.

   d. One year of successful library experience under the supervision of the school administrator.

TERM; RENEWAL: Provisional Certificate

This certificate is issued for a five-year term. It may be renewed for successive five-year terms upon the completion of six hours of approved study in library science or related fields for each renewal.

REQUIREMENTS: Professional Certificate 1/

1. Thirty hours of approved study beyond the bachelor's degree

   a. for those applicants presenting pattern "1," the post-baccalaureate study must be in related areas.

   b. for those applicants presenting pattern "2," or "3," the post-baccalaureate study must include twelve hours in appropriate library science courses

2. Four years of successful experience under the provisional certificate

TERM; RENEWAL: Professional Certificate

This certificate is issued for a ten-year term. It may be renewed for successive ten-year terms upon reasonable evidence of continuing professional service and growth.

1/ The following category of school librarians may continue to be certified under the regulations in effect at the time of initial certification:

Those who have held under a librarian's certificate, a full-year salaried position within the ten years immediately preceding application. (This is intended to include the part-time school librarian serving under a Maine teacher's certificate endorsed for library service.)

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